Sixth Form Contract 2019-2020

Name: ___________________________

This contract is based around the whole school’s Code of Conduct, to which you are expected to adhere at all times. Please read the following and sign at the bottom. Until you have agreed to this contract you will not be allowed to join the Sixth Form.

1. Work hard, allow others to learn and follow staff instructions

Work to your full potential
We review your performance on a regular basis and if your teachers believe that you are not making the most of your time at Hayes, we will take action and your place may even be offered to someone else who will value it more highly. In practice this means you will need to be receiving either 1 or 2 (out of 5) for attitude to learning in any review you receive, and demonstrate that you are making progress over time towards achieving your target grades in each subject.

Take responsibility for your own learning
Be proactive in seeking advice and support from your subject teachers.

Behave sensibly in lessons
You are now young adults who should be taking responsibility for your own education. Your behaviour in lessons and attitude to staff must be impeccable at all times.

Complete all work to the required standard by the required deadline
Have consideration for the teaching professionals who are working hard to help you to achieve your goals by respecting their requests for work. You will face departmental sanctions if you fail to meet target grades and/or deadlines without a valid reason. This is especially true of students who are completing vocational qualifications where failure to meet deadlines will limit overall achievement.

Use your free time carefully
When you are not in lessons or a Period 11, you should use your study periods as productively as possible. In our experience those who put in more effort to consolidate their learning outside of lessons progress better. Make sure you give yourself the best chance possible to succeed. If you do not make good use of your study periods you will be asked to attend mandatory study.

Maintain a good level of attainment throughout your studies
There is an expectation that students will achieve at least a grade D/Pass (for BTEC/Cam Tech) in order to smoothly transition from Year 12 into Year 13. If we have concerns about you passing a qualification we will review your place on the course and your progression into Year 13.

2. Come to school on time, in uniform, with the necessary equipment, planner and homework

Attend all lessons and sessions punctually
Any instances of truancy and/or unexplained absence will be recorded and may hinder our ability to provide a fully positive reference for work or higher education. All absences will be treated as “unauthorised” unless prior agreement is obtained. Repeated instances can result in you losing your place at Hayes School Sixth Form and any attendance of less than 95% will be considered unsatisfactory. Any attendance below 85% will result in a review of your examination entries.
**Signing in/out**
You must follow the procedure for signing in/out when coming into/leaving during the school day. Failure to sign in/out effectively is a safeguarding breach and will face a severe sanction.

**Register at the start and end of the school day**
Registration is a legal requirement. Registration for Sixth Form is at 8.30am every morning, 2.40pm Monday – Thursday afternoons and at 12.55pm on a Friday.

Failure to attend registration may result in you being placed on tutor report, failure of which may result in your place in the Sixth Form being reviewed.

**Adhere to the Sixth Form Dress Code**
We expect and require students to set a good example to the school by following the Dress Code.

The Senior Leadership Team fully support the Sixth Form Dress Code to:

- Promote self-esteem amongst our students
- Prepare students for the world of work
- Provide our wider community with a positive image of our school
- Act as a role model to the students in lower school.

Sixth Form students are issued with a lanyard with photo identification and this should be **worn and visible at all times** whilst in school for security reasons.

**MALE**
- A matching suit.
- Shirt and tie.
- Black or brown formal shoes (no trainers).
- A Plain V-neck pullover can be worn under a suit jacket.

**FEMALE**
- A matching suit - jacket with skirt or trousers. Skirts and dresses should be no shorter than mid-thigh and should be worn with tights. Trousers must be full length.
- Formal blouse.
- Formal jumper or cardigan can be worn under a jacket.
- Leather-type shoes (no trainers or flip-flops type shoes).
- Single items of simple, unobtrusive jewellery and light/subtle make up may be worn.

**ALSO**
- Denim/leather/PVC clothing, hoodies and shorts are not permitted.
- Low cut tops, spaghetti straps, off the shoulder tops, or any revealing clothes are not permitted.
- No headwear is allowed, other than for religious reasons.
- Bizarre and/or attention seeking hair styles, hair colour or clothing are not permitted.
- Only stud earrings are allowed.
- Ear spacers/gauges must be made of transparent plastic.
- Other visible piercings are not allowed.
- Headphones are not to be worn around school.
These lists are not exhaustive and serve only as guidelines. Persistent failure to comply with these requirements will result in a student being subject to KS5 sanctions.

The Role of Parents/Carers

As parents/carers we ask that you fully support all aspects of the Sixth Form Dress Code, as it is part of the contract that you enter into when your child joins our school. Students will be sent home if they do not conform to the Dress Code. Parents/Carers will be contacted on the first occasion a student is required to be sent home in relation to a Dress Code violation. In the event of any subsequent digression from the Dress Code, the student will be issued with three behaviour points and sent home to change, but no contact will be made with parents/carers.

If you are in any doubt about whether an item is acceptable PLEASE CONSULT THE SCHOOL before you purchase and ensure you receive a definitive answer from a member of the Sixth Form Team.

3. Be polite, responsible and well-mannered and show consideration and respect for others at all times

Behave courteously and sensibly
You are role models for over 1000 younger students who should aspire to be in your position and to enjoy the privileges it brings. You are expected to act responsibly at all times.

Be proactive in your support for the school’s ethos
If you see a visitor around school, consider introducing yourself and offering to help them to their destination, it makes a big difference to their impression of the student body.

Take on extra responsibilities where possible
In Year 13 you will be given the opportunity to be a prefect. All prefects will have one lesson per fortnight timetabled as a Prefect Runner where you could be called upon to help members of staff around school. Any prefect who fails to attend at these times may be asked to relinquish their prefect role and will not be allowed to mention their prefect status on their UCAS/job or apprenticeship application.

4. Maintain a clean, safe and pleasant working environment

Respect the school environment and in particular the dedicated Sixth Form areas
As Sixth Formers you are granted great privileges in the form of your own dedicated areas, please remember that privileges can be taken away if they are abused. You are expected to dispose of your litter and treat the school’s resources with care and consideration.

Encourage others to do the same
If you see someone neglecting any area of the school do not hesitate to inform a member of the Sixth Form Team who will follow the matter up.
<table>
<thead>
<tr>
<th>We respect ourselves and our school</th>
<th>We respect each other</th>
<th>We respect staff</th>
<th>We respect the environment &amp; our community</th>
</tr>
</thead>
<tbody>
<tr>
<td>We believe we can</td>
<td>We allow others to learn</td>
<td>We look after our facilities, using resources safely and responsibly</td>
<td>We work well with others</td>
</tr>
<tr>
<td>We follow ALL staff instructions</td>
<td>We get involved</td>
<td>We help and encourage others</td>
<td>We aim high</td>
</tr>
<tr>
<td>We do not disrupt or distract others</td>
<td>We do not BULLY!</td>
<td>How can I help?</td>
<td>We do not drop litter</td>
</tr>
<tr>
<td>We are ambassadors of Hayes School outside Hayes School</td>
<td>We do not take things which do not belong to us</td>
<td>We attend detentions</td>
<td>We attend school on time every day</td>
</tr>
<tr>
<td>We learn from our mistakes</td>
<td>We know the difference between right and wrong</td>
<td>We support each other in our learning</td>
<td>We arrive at lessons on time, ready to learn</td>
</tr>
<tr>
<td>We stand in class when other adults enter the room</td>
<td>We strive to be the best we can be</td>
<td>We demonstrate good manners</td>
<td>We pick up litter even when it is not our own</td>
</tr>
<tr>
<td>We are ACTIVE citizens</td>
<td>We demonstrate “pro-social” and report or act on concerns</td>
<td>We look to improve our school for everyone</td>
<td>We wear our school uniform with pride</td>
</tr>
<tr>
<td>We demonstrate resilience</td>
<td>We come prepared for school with the necessary equipment and completed homework</td>
<td>We do not graffiti or damage school equipment</td>
<td>We volunteer our time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We walk on the left in corridors</td>
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</tbody>
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British Values: Democracy - Rule of Law - Individual Liberty - Mutual Respect - Tolerance
**Parent/Carer Contact**

Students who are under the age of 18 or who are deemed to be a 'vulnerable adult' are informed that, as a condition of their enrolment, the school will ordinarily communicate with their parents/carers regarding the following:

- absence from school (activities)
- academic progress
- any matters of concern

Signing the school’s enrolment form implies that you consent to the school communicating with your parents/carers.

In accordance with the Data Protection Act 2018, you can withdraw consent for the school to contact your parents but you must follow the appropriate school procedures, as laid out in our Data Protection Policy.

If you reach the age of 18 whilst completing your course, the school will continue to contact your parents/carers until you withdraw your consent using the school’s procedures.

In the event of you withdrawing your consent for us to contact your parents/carers, the school will send a final communication to you confirming that this withdrawal of consent has taken place. Students are made aware of the implications of such a decision.

Students who withdraw their consent to contact parents/carers must provide the school with an emergency contact; the individual named as the emergency contact should know that they have been named and confirm that they are happy to act in that capacity.

You must ensure that all information/communication between home and school are received.

**I agree to meet all of the above conditions at all times as a student of Hayes School Sixth Form.**

Student Signature: _____________________________ Date: ________________

Parent/Carer Signature: ___________________________ Date: ________________

Hayes School: ___________________________ Head of Sixth Form Date: 4th September 2019